

BY ORDER OF THE COMMANDER



SHEPPARD AFB SUPPLEMENT 1
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21 July 2001
Supply

RECEIPT PROCESSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume II, Part Two, Chapter 10, 1 January 2001, is supplemented as follows: This supplement applies to organizations supported by SAFB Base Supply. It does not apply to tenants or any geographically separated unit. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, **Records Disposition Schedule** (will become AFMAN 33-322, Volume 4).

10.3.8. (ADDED) Hazardous Materials. Process receipts and turn-ins through AF-EMIS to ensure accountability of inventory.

10.7.2. Research/Processing responsibilities for non-local purchase 356 rejects are assigned to Receiving.

10.10.2. On-base turn-ins will be processed with the assistance of the inspection element.

10.34.2.1.(ADDED). Sensitive Items (weapons). Receiving will sign accountability for firearms from the carrier after verifying the number of containers and transportation control numbers. Firearms will then be secured in the pilferable cage remaining under constant surveillance by an individual placed in the cage with the sole purpose of securing the weapons. The Material Storage and Distribution Flight Manager will be informed of the firearms waiting pickup.

10.34.2.1.1. After securing the firearms, Receiving will open all containers to verify the identification, serial numbers, condition, and quantity before processing receipt. A courtesy call will be made to Small Arms informing them of the receipt of weapons.

10.34.2.1.2. When the receipt is processed, the custodian will be notified so that arrangements can be made to sign for and take custody of the firearms. When necessary, it will be the responsibility of the gaining custodian to make arrangements with 82 SFS/SFAIR for an armed escort. If there is no response from the custodian to pick up firearms within two (2) hours, the custodian will be contacted again for immediate response. If there is still no action, or plan of action, the individual's commander will be notified. If no arrangements have been made by 1530 hrs, the Armory and 82 SFS/SFAIR will be contacted to inform them of the need for securing the weapons.

10.34.2.1.3. The custodian will inspect and verify the identification, condition, quantity and serial numbers of each weapon; sign a due-out release, that will act as the transfer document; and be responsible for removing and transporting the weapons.

10.34.2.1.4. At no time will the firearms remain in the warehouse overnight. The Material Storage and Distribution Flight Manager will be notified of all firearms without a due-out release. Those firearms will require constant surveillance until disposition and/or relocation to the Armory.

10.34.2.1.5. Receiving will (by priority message and/or telephone) notify the shipping transportation officer of any quantity, serial number, or damage discrepancies. The local transportation and security officers will also be notified of any missing or suspected loss immediately upon discovery. These actions do not preclude submission of SF Form 364, Report of Discrepancy (ROD), or SF Form 361, Transportation Discrepancy Report, for the discrepancies.

10.34.3. When pilferable items are moved within supply, a signature for processing is not required.

10.35.1.3.(ADDED). If the property is packaged as an ESD and/or marked as ESD but does not have a TCC of 3, send receipt to Inspection for review and assignment of IEX 'Y' (see chapter 14, section B).

10.38.9. The receiving clerk will upon receipt of 317 rejects, status detail not loaded, load status and process receipt to clear rejects.

JOE F. HARRISON, Colonel, USAF
Vice Commander